

# EMPLOYMENT OPPORTUNITY

## Administrative Assistant

*Closes: November 15, 2004 @ 5:00 p.m.*

### **Washington Higher Education Coordinating Board**

The Higher Education Coordinating Board (HECB) is a 10-member citizen board that makes recommendations to the Legislature and Governor on higher education policy and administers all of the state's student financial aid programs. The Board assesses the higher education needs of Washington citizenry and recommends enrollment and other policies to meet those needs. The Board is charged by state law with representing the "broad public interest above the interests of individual colleges and universities." The HECB reviews the operating and capital budget requests of the state's public colleges and universities and recommends budget priorities to the Governor and Legislature. The Board also approves new degree programs offered by the public four-year colleges and universities and administers other programs that serve the public.

### **Position Description**

The administrative assistant will be an integral part of the team that is responsible for policy and operations related to academic affairs and the federal GEAR UP grant. The successful candidate will be responsible for a variety of professional administrative support duties. Many of the duties are described below. This position reports to the director of Academic Affairs and is exempt from civil service provisions.

Typical duties include performing complex secretarial support duties for the division director and several associate directors; providing confidential support and assistance in keeping the director's calendar current; scheduling requests by staff; proofreading, editing and filing documents; developing and maintaining mailing and electronic distribution lists; making travel and meeting arrangements, and preparing travel reimbursement materials; and providing other assistance as needed to support division and agency goals.

The administrative assistant is expected to be skilled in writing and proofreading; creating computer-based presentation materials; and maintaining electronic files. The administrative assistant will have the ability to respond to inquiries regarding the HECB and higher education issues; interact with staff members and the public in a positive, professional and productive manner; prioritize workloads and meet deadlines; manage multiple assignments concurrently; communicate effectively verbally and in writing; and work effectively as a team member.

### **Minimum Requirements**

- Associate degree and four years of increasingly responsible professional experience in office and administrative work
- Additional professional experience in office and administrative will be substituted year for year for education
- Experience working in education – higher education preferred
- Experience proofreading a variety of materials
- Exceptional written, communication, and interpersonal skills
- Ability to work with multiple deadlines and a diverse staff
- Ability to exercise appropriate independent judgment
- Ability to understand and apply state and agency procedures to complete responsibilities
- Ability to maintain good attendance standards
- Ability to adapt to changes in staff and procedures

### **Desired Qualifications**

- Experience working with database software
- Knowledge of governmental policies and procedures

### **Salary Range and Benefits**

The salary for this position is: \$32,000 – \$41,000 based on experience and qualifications. Benefits include health insurance, federal Social Security and state retirement contributions, and paid vacation and sick leave.

### **Application Procedure**

*To be considered for this position, you must possess the minimum qualifications listed above and submit a complete application package, which must include the following:*

1. **Letter of Application.** Letter of application that **specifically** addresses how your background qualifies you to perform the responsibilities described in this announcement and how you meet the knowledge, skills, and abilities listed.
2. **Resume.** A current resume, including work experience and education.
3. **References.** Names, current addresses, and telephone numbers of three employment references.
4. **Information Release Form.**
5. **Affirmative Action Form (optional).**

*Administrative Assistant  
October 2004  
Page 2*

Submit your complete application package to:

Kerri McConnell  
Administrative Assistant  
Washington Higher Education Coordinating Board  
917 Lakeridge Way SW  
P.O. Box 43430  
Olympia, Washington 98504-3430

**Application Closing Date**

Application materials must be **received in the office** of the Higher Education Coordinating Board no later than **5:00 p.m., November 15, 2004**. Applications may be mailed or delivered to the above address, or faxed to (360) 704-6257. They may also be submitted in electronic format to: [humanresources@hecb.wa.gov](mailto:humanresources@hecb.wa.gov), please type ADMIN in the subject line. Please note: when submitting materials in electronic format, we will still require an original signature on the information release form.

*The Higher Education Coordinating Board is an equal opportunity/ affirmative action employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance. Please contact us as early as possible regarding any assistance you may require.*



## **AUTHORIZATION TO RELEASE INFORMATION**

As an applicant for a position with the Higher Education Coordinating Board, I am required to furnish information for use in determining my qualifications. In this connection, I hereby authorize the Higher Education Coordinating Board to make inquiries regarding my education, work experience and references, unless otherwise stated below. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give.

A photocopy of this release form will be valid as an original thereof, even though the said photograph does not contain an original writing of my signature.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Affirmative Action Data Sheet

Please complete and return this form with your employment application package.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Check the item that best describes how you heard about this position.

<input type="checkbox"/> Friend or neighbor	<input type="checkbox"/> HECB Job line/ Web site	<input type="checkbox"/> Newspaper or other publication*
<input type="checkbox"/> Department of Personnel		
<input type="checkbox"/> Other State Agency*	<input type="checkbox"/> Other	<input type="checkbox"/> An organization electronic notice*

\*Please specify web site, organization, newspaper, publication or "other" source here:

The Higher Education Coordinating Board is an equal opportunity employer. The Board's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the Board requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

*This information will be separated from your application and handled confidentially*

Please check any/all of the following that apply:

<input type="checkbox"/> Male	<input type="checkbox"/> African American/Black	<input type="checkbox"/> Vietnam Era Veteran
<input type="checkbox"/> Female	<input type="checkbox"/> Asian/Pacific Islander	(served 180 days or more between 2/28/61
<input type="checkbox"/> Age 40 or older	<input type="checkbox"/> Caucasian/White	and 5/7/75 and does not have a
<input type="checkbox"/> Person with a disability	<input type="checkbox"/> Hispanic/Latino	dishonorable discharge)
	<input type="checkbox"/> Native	<input type="checkbox"/> Special Disabled Veteran
	American/American	(30% or more disability)
	Indian/Alaska Native	